

SECRETARY/BOOKKEEPER

GRADE: 13

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Secretary/Bookkeeper position performs difficult skilled clerical and responsible administrative and technical work to assist assigned division or department personnel to accomplish divisional/departmental goals and objectives. The work requires a reactive approach, supplying or seeking information on specialized matters. The work requires limited physical demands and may have considerable mental effort and stress involved in meeting the needs of the supervisor. The incumbent's work is directed with general supervisory review and is subject to general policies and procedures with standardized administrative practices. The secretarial work has meaningful impact and the bookkeeping work is contributory with serious consequences to the overall function of the division/department.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Prepares and maintains financial records and reports.
- Monitors expenditures, disbursements, requisitions and contract payments.
- Assists with developing specifications and purchasing procedures.
- Prepares payroll data, deposit and settlement sheets.
- Performs necessary secretarial duties including typing and filing, utilizing word processing and data processing equipment.

- Receives and sorts incoming correspondence and sorts and distributes outgoing correspondence.
- Screens incoming calls and visitors, answering questions and/or rerouting them as appropriate.
- Gathers source material for the preparation of reports, articles, memoranda and other purposes.
- Makes and cancels appointments; relays messages and instructions to other employees in the name of the division/department head.
- Reviews and edits reports and other documents for discrepancies or incompleteness.
- May supervise and coordinate activities of others involved in performing secretarial/clerical activities of the office.
- Maintains and monitors files and records and performs modifications as necessary.
- Organizes specialty events.
- Processes forms and questionnaires as well as maintains forms and records.
- Prepares requisitions for purchase of supplies and equipment.
- May take and transcribe dictation by machine or shorthand.
- Performs all tasks in a safe and healthful manner.
- Ensures confidentiality of records and correspondence.
- Performs related work as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience equivalent to graduation from high school, including or supplemented by courses in typing, shorthand and/or basic business; and 4 years of progressively responsible experience in secretarial, data entry, bookkeeping or related work is required including some experience in supervision. Must have word processing and data processing skills appropriate to the specific position.

Preferred Knowledge, Skills and Abilities:

- Knowledge of standardized acceptable bookkeeping practices.
- Thorough knowledge of secretarial duties needed for the function of a division/department.
- Knowledge of division/department goals and policies.
- Skill in advanced secretarial duties including word processing and data processing equipment.
- Ability to communicate effectively with City personnel and the general public.
- Ability to take and transcribe dictation by machine or shorthand may be required.